PRACTICUM CLOCK HOUR FORM

Due Date: Must be submitted to your course instructor (undergrad only) and the Field Placement Coordinator (all students) no later than the date outlined in your placement email. Email of a scanned document is preferred. *Please do not use abbreviations for the school/division.*

Name of Student: _____ **Mentor Teacher:**_____

Placement: _____ _____ _____
School Division School Grade/Subject

Program (circle one): Residential MBU Online PBTL BA/MAT MAT MEd MS **Semester/Year**_____

Undergrad: ED 110___ ED 111___ ED 300___ ED 310___ ED 315___ ED 324___ ED 345 ___ ED 363 ___

Graduate: ED 510___ ED 511___ ED 512___ ED 513___ ED 514___ ED 525___ ED 643 ___ ED 649 ___

Date	**Observation**	**Preparing Materials**	**Active Role** (teaching, co-teaching, leading mtgs., etc.)	**Notes**	**Total Hours**
	Write the number of hours/minutes you participated in each type of activity				

Total Number of Hours Student Completed _____

_____ _____
Mentor Teacher's Signature Date

Please submit a copy of this form to your instructor (undergrad only) and to the Field Placement Coordinator (all students): Lori Wall, lwall@marybaldwin.edu, Field Placement Coordinator, College of Education, Mary Baldwin University, PO Box 1500, Staunton, VA 24402.